## CHAPTER 1

## **ADMINISTRATION**

SECTION	SUBJECT
1	ORGANIZATION OF THE TRICARE MANAGEMENT ACTIVITY (TMA)
2	CONTRACT ADMINISTRATION AND INSTRUCTIONS TO CONTRACTORS 1.0. General 2.0. TRICARE Manuals 3.0. Letters 4.0. Implementation Of Instructions 5.0. Communications With TMA 6.0. TMA-Required Meetings 7.0. TMA Delegation Of Authority
3	<ul> <li>TRICARE PROCESSING STANDARDS</li> <li>1.0. Timeliness And Quality Standards Of Performance</li> <li>2.0. Management</li> <li>3.0. Beneficiary And Provider Services</li> <li>4.0. Appeals</li> <li>5.0. Grievances</li> <li>6.0. Potential Duplicate Claim Resolution</li> </ul>
4	MANAGEMENT 1.0. General 2.0. System Additions Or Enhancements 3.0. Management Controls 4.0. Quality Control 5.0. Staff Training Program 6.0. Internal Audits And Management Control Programs
5	<ul> <li>COMPLIANCE WITH FEDERAL STATUTES</li> <li>1.0. General</li> <li>2.0. Freedom Of Information Act</li> <li>3.0. The Alcohol, Drug Abuse And Mental Health Administration Reorganization Act (ADAMHA)</li> <li>4.0. Privacy Act</li> <li>5.0. Title VI Of The Civil Rights Act Of 1964</li> <li>6.0. Section 504 Of The Rehabilitation Act Of 1973</li> <li>7.0. Health Insurance Portability And Accountability Act And DoD Privacy Regulation</li> </ul>

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SECTION	SUBJECT
6	LEGAL MATTERS 1.0. Litigation 2.0. Subpoenas 3.0. Assignments Of Providers' Rights To Payment 4.0. Bankruptcy
7	FISCAL CONTROLS AND ACCESS TO RECORDS
8	TRANSITIONS 1.0. Contract Phase-In 2.0. Start-Up Requirements 3.0. Instructions For Benchmark Testing 4.0. Contract Phase-Out
ADDENDUM A	FIGURE 1-A-1 Record Of Freedom Of Information (FOI) Processing Cost, DD Form 2086